

How do I allocate the required number of indicators each year?

Note: You are required to allocate 10 indicators each year, unless your practice is satisfying standards under the 2011-2014 Cornerstone programme then you are only required to allocate 9 indicators per year.

1. All indicators will say 'To be decided' until they have been assigned to a year. To assign to a year, there is a drop down list for each indicator. Click on the 'To be decided' drop box and select the year.

	Number	Indicator	Year	Completion (%)
▶	INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996	To be decided ▼	No criteria allocated to year 1
▶	INDICATOR 2	The practice meets the requirements of the Health Information Privacy Code	To be decided ▼	No criteria allocated to year 1

2. You will be shown whether you have allocated sufficient indicators to be self assessed in the current year (Year 1 in this example).

Year 1	Year 2	Year 3	Year 4
In Progress - Self Assessment	Not Yet Started	Not Yet Started	Not Yet Started
Indicator Allocation 0 of 10 indicators allocated to this year			
Patient experience and equity Practice environment and safety Clinical effectiveness Professional development			
Advanced and aspirational-only indicators Specialised Indicators			

3. After allocating an indicator to Year 1, this will update - see example below. You are required to allocate **9 or 10 indicators** to each year.

Year 1	Year 2	Year 3	Year 4	
In Progress - Self Assessment	Not Yet Started	Not Yet Started	Not Yet Started	
Indicator Allocation 1 of 10 indicators allocated to this year				
Patient experience and equity Practice environment and safety Clinical effectiveness Professional development				
Advanced and aspirational-only indicators Specialised Indicators				
Expand all ▼				
Number	Indicator	Year	Completion (%)	
▶	INDICATOR 1	The practice meets the requirements of the Code of Health and Disability Services Consumers' Rights 1996	Year 1 ▼	0%

4. **Note:** After allocating 9 or 10 indicators to the current year, you can allocate other indicators to any other year if you wish, however these indicators will not be able to be accessed again until the current year has been submitted.